



*State of Louisiana*  
DIVISION OF ADMINISTRATION

**OFFICE OF PLANNING AND BUDGET**

**KATHLEEN BABINEAUX BLANCO**  
GOVERNOR

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COMMISSIONER OF ADMINISTRATION

**MEMORANDUM**

To: Secretaries, Undersecretaries, Agency Heads, and Fiscal Officers

From: Ray Stockstill, Director  
Office of Planning and Budget (OPB)

Subject: Submission of BA-7s for Implementation of HB156 for Fiscal Year 2005-2006

Date: November 29, 2005

Please submit a Request for Mid-Year Budget Adjustment (BA-7) for each budget unit affected by HB 156 of the 2005 First Extraordinary Session.

The individual adjustment amounts must be the same as those listed in HB 156. Any necessary adjustments related to unsettled claims will be addressed at a later date.

The deadline for submission is 5:00pm, Monday, December 5, 2005.

If you have any questions, please contact your OPB analyst.

RLS/men